



DEPARTMENT OF THE NAVY  
NAVAL AIR SYSTEMS COMMAND  
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS  
1421 JEFFERSON DAVIS HWY  
ARLINGTON VA 22243-5120

IN REPLY REFER TO

NAVAIRINST 1601.1H  
AIR-00EA2  
16 Feb 96

NAVAIR INSTRUCTION 1601.1H

From: Commander, Naval Air Systems Command

Subj: NAVAL AIR SYSTEMS COMMAND HEADQUARTERS DUTY WATCH

Ref: (a) NAVAIRINST 3500.2C

1. Purpose. To assign responsibilities and establish procedures for the Naval Air Systems Command Headquarters (NAVAIRHQ) watch organization.
2. Cancellation. This instruction supersedes NAVAIR Instruction 1601.1G of 6 October 1988. Since this is a major revision, changes are not indicated.
3. Information
  - a. The NAVAIRHQ watch organization consists of a Command Duty Officer (CDO) and other watch officers, as assigned. Other duty watches may be established by Program Executive Officers (PEO), or competency leaders, as required to perform any required functions during off-duty hours. The CDO acts on behalf of the Commander, Naval Air Systems Command (COMNAVAIR).
  - b. Purpose of the watch is to carry on priority NAVAIRHQ business outside normal working hours, to safeguard and prevent the compromise of classified materials, and to coordinate with the building security in dealing with such matters as theft, malicious mischief, fire, and other emergencies. The CDO will follow the procedures contained in this instruction, standing orders, pass down log, and posted in the duty office.
  - c. During times of military contingency or national crisis, NAVAIRHQ may be directed to stand up the NAVAIRHQ Command Center. The CDO will work with the command center watch team to handle issues arising during the crisis. Per reference (a), the NAVAIR Command Center watch organization may be directed to assume responsibility for manning the CDO watch.
  - d. The duty office is located in room 1216, Jefferson Plaza Building 1 (JP1), 1411 Jefferson Davis Highway, Arlington, VA. The mailing address is Commander, Naval Air Systems Command, 1421 Jefferson-Davis Hwy, Arlington, VA 22243-5120. The telephone number in the duty office is (703) 604-2167, DSN 664-2167.

16 Feb 96

4. Responsibilities

a. Executive Assistant (AIR-00EA) serves as the Senior Watch Officer (SWO) and as such will:

(1) Report to the Vice Commander (AIR-09/8.0) on all matters pertaining to the conduct of the watch.

(2) Ensure the watch is stood in a military manner by qualified individuals, periodically inspecting the watch office and the watchstanders to ensure compliance with this instruction.

(3) Approve all watch bills and revisions thereto.

(4) Brief the oncoming/offgoing CDO each morning to relay items of special interest.

b. AIR-00EA2 personnel will

(1) Prepare and distribute a monthly CDO watch bill. The watch bill will be distributed to all watchstanders not later than 10 days prior to the first duty day of the watch bill.

(2) Ensure newly reporting officers are properly trained and indoctrinated prior to assigning them a watch.

(3) Maintain a data base of eligible watch officers.

(4) Maintain historical files of all watch bills for a period of not less than 2 years.

(5) Assemble and provide all manuals, publications, applicable instructions, and office supplies needed in the duty office.

(6) Ensure the pass-down log is current.

(7) Maintain and update duty office points-of-contact list at least monthly.

(8) Inspect the watch office on the last workday of each week for the presence of necessary items, and for the proper operation of all facilities.

c. CDO will

(1) Represent and act on behalf of COMNAVAIR during non-working hours to ensure NAVAIR's missions and functions are properly carried out.

16 Feb 96

(2) Inform COMNAVAIR through the Executive Assistant, of any matter of special interest, or which requires his/her immediate attention.

(3) Report setting the watch, and is responsive to the Office of the Chief of Naval Operations (OPNAV) Duty Officer in matters concerning the command relation of the Chief of Naval Operations (CNO) and COMNAVAIR.

(4) Release messages following existing instruction.

(5) Telephone civilian and military personnel (including COMNAVAIR) for matters under their cognizance requiring immediate action, recall personnel when necessary, and approve emergency leave.

(6) Comply with the CDO's watch schedule per paragraph 6 of this instruction.

(7) Maintain the watch log, complete and sign the log upon being relieved. When the day following the watch is a workday, the CDO is responsible for securing the duty office.

(8) Report to the Executive Assistant with relief each workday morning at 0715 for briefing on items of special interest.

5. Organization. The CDO is the primary NAVAIR liaison to the OPNAV watch organization. The NAVAIR Duty Office will coordinate, as needed, with other systems command duty offices as needed, for matters under their cognizance. During national crisis, this liaison may extend to the Navy Command Center (Figure 1).

6. Assignment of Command Duty Officer

a. Eligibility. All Navy and Marine Corp commissioned officers through the grade of O4, to include warrant officers (W1s, W2s, W3s), who are on permanent duty at NAVAIRHQ, will be assigned duty watches.

b. Supernumeraries. Supernumeraries will be assigned to fill unforeseen absences. The supernumerary schedule will be published with the monthly watch bill. Assignments are made for a period of 7 or 8 days. When scheduled as a supernumerary, an officer will not be absent from the local metropolitan area without providing a qualified relief. Paragraph 6c(2) below applies.

c. Absence from Assigned Duty.

(1) Any situation arising on the day of duty that prevents an officer from standing watch, will be reported to AIR-00EA by the officer or his/her immediate superior. AIR-00EA will assign an officer from the supernumerary list. For officers on emergency leave, officially on the sick list, or in the hospital, AIR-00EA will provide a relief from the supernumerary list. Absence from a

16 Feb 96

watch due to scheduling conflicts posed by routine business is not authorized.

(2) Any officer whose name appears on the current watch bill (including the supernumeraries list) who knows before his/her duty day that he/she will be unable to stand the scheduled watch because of travel, approved leave, or any reason other than specified above, will provide a suitable relief to stand watch during his/her absence. The officer will request approval from AIR-00EA2 by memorandum signed by all officers involved. Such requests will be kept to an absolute minimum. The officers concerned will be notified of approval or disapproval by AIR-00EA.

(3) If an officer fails to report for an assigned watch, and efforts to locate him/her fail, AIR-00EA2 personnel will call the first supernumerary.

7. Watch Schedule.

a. Normal Working Days.

(1) 0715 - oncoming and off-going CDO report to AIR-00EA (room 1200, JP1) for briefing and debriefing.

(2) 0730 to 1515 - carry out normal workday routine.

(3) 1600 - report to duty office to review telephone messages and any pertinent information required to prepare for briefing with AIR-00EA.

(4) 1630 - report to AIR-00EA for briefing.

(5) Upon departure of last person from room 1200, JP1 secure room 1200 and shift the watch to the duty office.

(6) 0545 - open room 1200, JP1 and remain on station until relieved verbally by AIR-00EA.

b. Saturdays, Sundays, and Holidays. One officer will be assigned each day. The watches will be from 0800 to 0800 the following day. Each CDO will relieve the preceding CDO on station, stand the assigned watch in the NAVAIRHQ duty office, and be relieved on station in turn. Upon relief or in accordance with AIR-00EA night orders, the off-going command duty officer will brief AIR-00EA, and report being properly relieved.

8. Uniform. Watchstanders on duty will wear the uniform of the day, as prescribed by Naval District Washington Instruction 1020.5 series. When summer khakis are authorized as an alternate, they will be also authorized for watchstanders.

9. Indoctrination Watches. All NAVAIRHQ officers will stand at least one indoctrination watch, in the uniform of the day, prior to standing their first duty watch. The indoctrination watch will be of 2 hours duration commencing at 1530, workdays only. The SWO

16 Feb 96

will notify individuals regarding their indoctrination watch schedule. During the indoctrination watch, all newly assigned officers will be briefed by the SWO.

10. Watch Setting in Unusual Circumstances. In the event NAVAIRHQ workday is terminated early because of bad weather or disaster, the watch will be set immediately.

11. Review. AIR-00EA shall review annually the contents herein and provide recommendations for changes and deletions to the Commander.

  
J. A. LOCKARD

Distribution: FKA1A (established quantity)  
SNDL: FKA1A (Deputy Commanders, Assistant Commanders, Comptroller, Command Special Assistants, Designated Program Managers, Directors, and Office and Division Directors)

Copy to: (2 copies each unless otherwise indicated)  
SNDL: C21 (1 copy); FKA1A (AIR-7.5A/L (1 copy), AIR-7.2.5.4 (20 copies), AIR-7.2.5.2 (5 copies), ORIGINATORS CODE (5 copies))

Stocked: NAVAIRHQ (AIR-7.2.5.4)

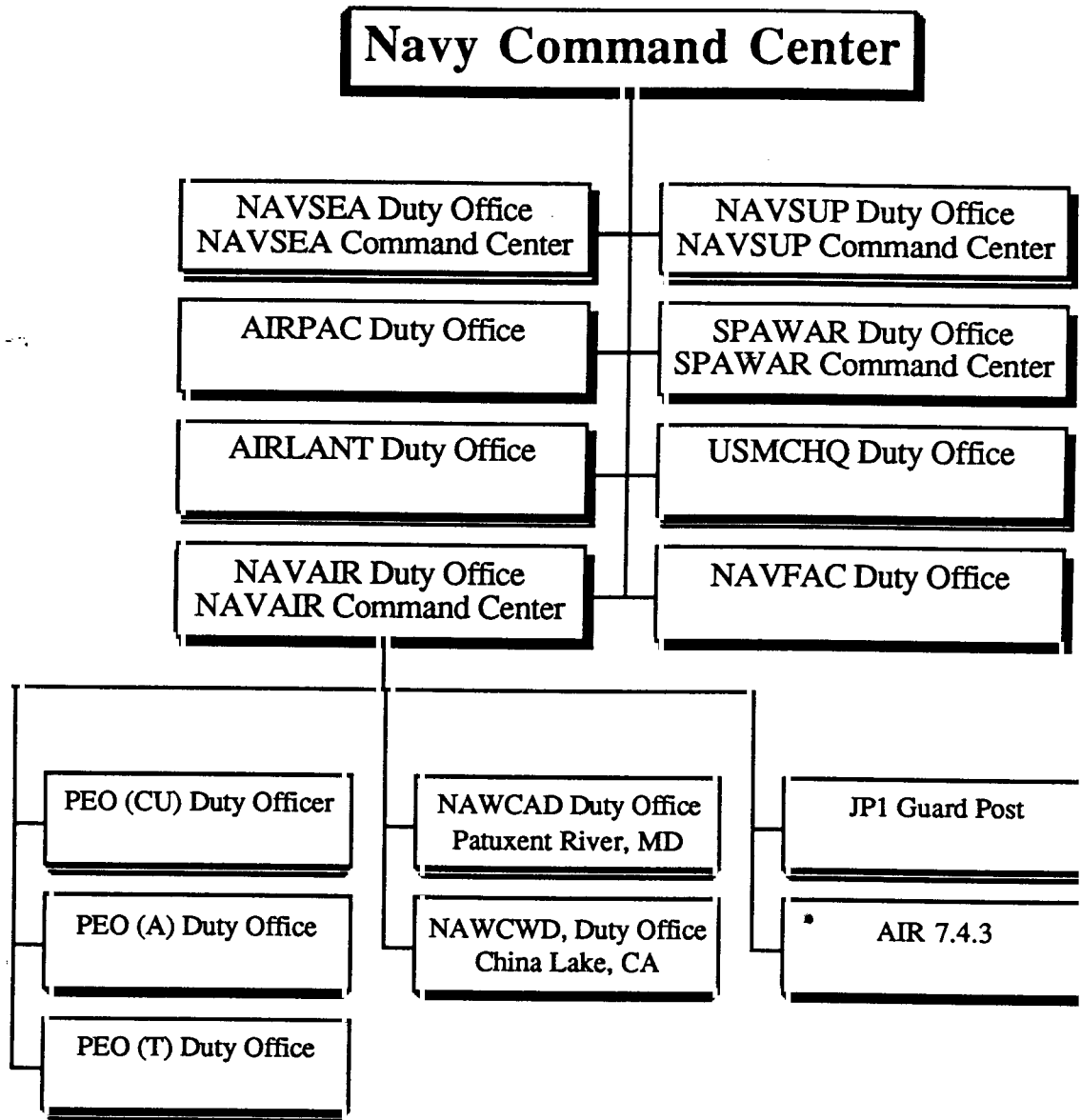


Figure 1 - NAVY Watch Organization